

The regular monthly meeting of the Borough Council of Lewisburg, Union County, Pennsylvania, was held at 6:30 PM on **Tuesday, November 21, 2023** in Council Chambers, 55 South Fifth Street, Lewisburg. Present: Council President Pro Tem Derman; Councilmembers Heayn (via telecommunications), Bilenky Trahan, Powers, Stamm, Grobes, Manager Lowthert, Secretary Wendt, Community Development Grant Manager Berkey, and Solicitor Lyons. Also present: Lynne Regusea, Taylor Lightman, Justin Strawser, Lauryn Longacre, Brian Shultz, Becky Perez, Isaac Ramer, and Jody Ramer.

Council President Pro Tem Derman reported that there was an Executive Session held on November 14, 2023, 7:45 pm – 8:30 pm to discuss personnel matters.

**CALL TO ORDER:** Council President Pro Tem Derman called the meeting to order at 6:33 PM.

**APPROVAL OF MINUTES:** Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the October 17, 2023, Regular meeting minutes. Motion was unanimously approved.

**COUNCIL PRESENTATION:** Taylor Lightman informed the Council of the Lewisburg Shade Tree Commission’s Ash Tree Removal and Replacement Plan for Ash Trees located along Borough streets.

**PLANNING AND PUBLIC WORKS COMMITTEE:** Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve HARB items a through d as submitted and recommended by HARB per their minutes dated November 14, 2023. Motion was unanimously approved.

- a. **“Jeff Gruber” / 328/240 South Fourth Street / Demo Garage** (HARB approved and recommends Council approval with a vote of 2-1)
- b. **“Rodney Yoder” / 204/206 North Fourth Street / Siding** (HARB approved and recommends Council approval)
- c. **“Siam Café” / 516/518 Market Street / Addition/Accessory** (HARB approved and recommends Council approval)
- d. **“Bucknell University” / 20 University Avenue / Window Replacements** (HARB approved and recommends Council approval)

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the final design plans and bid documents for the Piers Art Park Project and permission to release the project for bid contingent upon final approval by PA DCNR and execution of the necessary agreements with the Union County Trail Authority and the Lewisburg & Buffalo Creek Railroad. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve Resolution 23-10 for the placement of banners over Market Street/Route 45. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to award winter 2023-2024 snow removal equipment bid to the low bidders as follows: Schlegel Excavating for Tri-Axle Dump Truck and Bulldozer; and Mark Cromley Excavating for the Front-End Loader and Track Loader. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to accept the resignation of Michael Brody from the Shade Tree Commission, with regret. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the final design plans and bid documents for the South Fourth Street / St. George Street Stormwater, Accessible Ramp, and Paving Project and permission to release the project for bid. Motion was unanimously approved.

**ATTENDANCE**

**Executive Session**  
**November 14, 2023**

**CALL TO ORDER**

**APPROVAL OF MINUTES**  
**October 17, 2023**

**COUNCIL PRESENTATION**  
Taylor Lightman –  
Shade Tree

**PLANNING AND PUBLIC WORKS**  
HARB

Jeff Gruber

Rodney Yoder

Siam Café

Bucknell  
University

Design Plans and  
Bid Documents  
for Piers Art Park  
Project

Resolution 23-10  
Banners

2023-2024 Snow  
Removal Bids

Michael Brody  
resignation from  
Shade Tree  
Commission

South Fourth  
Street / St.  
George Street  
Stormwater  
Project

November 21, 2023

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve the removal of the first parking space and parking meter on the south side of Market Street west of South Sixth Street (in front of the Bull Run Tap House). Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve LDP's request to cover the parking meters in Downtown Lewisburg from Friday, November 24, 2023 through Tuesday, January 2, 2024 for the Holiday Shopping Season. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve Lewisburg Downtown Partnership's request to have burn barrels along South Six Street during the Ice Festival (February 2-3, 2024) for the purpose of roasting marshmallows contingent upon compliance with Lewisburg Borough's Open Burning Ordinance and with approval of the WCEC Fire Chief. There was some discussion. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve Lewisburg Neighborhood's request to have burn barrels at Lewisburg Landing for the 2024 Polar Bear Plunge contingent upon compliance with Lewisburg Borough's Open Burning Ordinance and with approval of the WCEC Fire Chief. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve releasing for the bid the following streets for mill and overlay as part of the 2024 Lewisburg Borough Streets Project:

- i. Ikeler Street from Maclay Avenue to the dead end
- ii. North Sixteenth Street from Buffalo Road to St. Paul Street
- iii. North Eleventh Street from St. Mary Street to St. Anthony Street
- iv. St. Paul Street just east of Fairground Road
- v. White Pine Alley from South Front Street to South Water Street
- vi. Walnut Alley from White Pine Alley to St. Louis Street
- vii. A section of South Front Street between St. George Street and St. Catherine Street
- viii. Cherry Alley from North Front Street to North Water Street
- ix. Plum Tree Alley from St. John Street to S. Mary Street
- x. Raspberry Alley from St. Mary Street to St. Anthony Street
- xi. Misc. Base Repairs needed as part of the mill and overlay work

There was some discussion. Motion was unanimously approved.

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Powers to approve releasing for the bid the following streets for fog seal, tar, and chip as part of the 2024 Lewisburg Borough Streets Project:

- i. Matlack Avenue from Buffalo Road to the end
- ii. Pennsylvania Avenue from U.S. Route 15 to the Borough boundary
- iii. Maclay Avenue from Buffalo Road to the dead end
- iv. Shikelimo Lane from Buffalo Road to Maple Street
- v. Maple Street from Logan Avenue to the dead end
- vi. Logan Avenue from Ikeler Street to the dead end

There was some discussion. Motion was unanimously approved.

**ADMINISTRATIVE AND PUBLIC SAFETY COMMITTEE**: Buffalo Valley Regional Police (BVRPD) Chief Yost submitted a monthly report.

William Cameron Engine Company (WCEC) Chief Blount submitted a monthly report.

Councilmember Grobes made a motion, seconded by Councilmember Stamm to approve payment of bills from October 15, 2023, through November 18, 2023, in the amount of \$441,146.79. Motion was unanimously approved.

Removal of parking space and meter on Market Street

LDP's request to cover Parking Meters

LDP's request to have burn barrels during Ice Festival

Lewisburg Neighborhood's request to have burn barrels at 2024 Polar Bear Plunge

Release Bid for mill and overlay for 2024 Streets Project

Release Bid for fog seal, tar, and chip for 2024 Streets Project

**ADMINISTRATIVE AND PUBLIC SAFETY**

BVRPD

WCEC

Approval of Bills

November 21, 2023

Councilmember Grobes made a motion, seconded by Councilmember Stamm to approve Resolution 23-11 for the disposition of Lewisburg Borough records. Motion was unanimously approved.

Resolution 23-11  
Disposition of  
Records

Councilmember Grobes made a motion, seconded by Councilmember Stamm to direct the Borough Solicitor to prepare and advertise an Ordinance to amend two sections of the Lewisburg Borough Non-uniformed Pension Plan. Motion was unanimously approved.

Ordinance to  
amend two  
sections of Non-  
Uniformed  
Pension Plan

Councilmember Grobes made a motion, seconded by Councilmember Stamm to accept the resignation of Wayne Hoover as the Animal Control Officer for Lewisburg Borough, East Buffalo Township, and Bucknell University effective 12/31/2023, with regret. Motion was unanimously approved.

Resignation of  
Wayne Hoover –  
Animal Control  
Officer

Councilmember Grobes made a motion, seconded by Councilmember Stamm to approve Resolution 23-14 from the Lewisburg Downtown Partnership for inclusion in the Pennsylvania Council on the Arts Creative Communities Pilot Initiative. Motion was unanimously approved.

Resolution 23-14  
LDP – Arts  
Creative  
Communities  
Pilot Initiative

Current vacancies on Zoning Hearing Board Alternate term expiration December 31, 2023, HARB term expiration December 31, 2023, and December 31, 2025, and Shade Tree Commission term expiration December 31, 2026.

Vacancies

Borough Council will be considering 2024 Board, Commission, and Authority vacancy appointments at their December Borough Council meeting and Reorganization meeting.

2024 Board,  
Commission, and  
Authority vacancy  
appointments

#### **BOROUGH MANAGER:**

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Grobes to adopt final 2024 budget with millage rates as follows: General Fund 10.500; Debt Service Fund 0.500; Street Lighting Fund 0.900; Fire Protection Fund 1.600; Shade Tree Fund 0.100; Regional Recreation Fund 0.800 (total millage for 2024 is 14.400) and to direct the Borough Solicitor to advertise the adopted 2024 Budget. Motion was unanimously approved.

Adopt 2024  
Budget

Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to direct the Borough Solicitor to advertise the 2024 Lewisburg Borough Meeting Schedule:

Advertise 2024  
Meeting Schedule

- Borough Council Reorganization Meeting January 2, 2024 – 6:30 PM
- Borough Council Regular Meeting – Third Tuesday of each month – 6:30 PM
- Borough Council Work Session – Second Tuesday of each month – 6:30 PM
- Administration-Finance-Public Safety Committee – Second Monday of each month – 4:00 PM
- Community Development-Planning-Public Works Committee – First Thursday of each month – 10:00 AM except July and October will be held Second Thursday
- HARB – Second Tuesday of each month – 5:00 PM
- Lewisburg Planning Commission – First Wednesday of each month – 6:00 PM
- Shade Tree Commission Regular Meeting – Third Monday of each month – 5:00 PM
- Zoning Hearing Board – Third Monday of each month – 7:00 PM except January and February will be held Fourth Monday

Motion was unanimously approved.

#### **BOROUGH SOLICITOR:**

Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to enact Ordinance No.1078, an ordinance levying a total real estate tax on real estate assessment with the Borough for fiscal year 2024 at a rate of 14.400 mills (General Fund 10.500; Debt Service Fund 0.500; Street Lighting Fund 0.900; Fire Protection Fund 1.600; Shade Tree Fund 0.100; Regional Recreation Fund 0.800). Motion was unanimously approved.

Enact Ordinance  
No. 1078 levying a  
total real estate  
tax

November 21, 2023

Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to adopt Resolution 23-12, readopting the current realty transfer tax, earned income tax, local service tax and business privilege tax for 2024. Motion was unanimously approved.

Resolution 23-12  
Taxes

**REPORTS / COMMUNITY UPDATES / PUBLIC NOTICES:**

Community Development Grant Manager Berkey thanked Council for approving the Piers Art Project and is looking forward to putting it out to bid and starting the project.

REPORTS /  
COMMUNITY  
UPDATES /  
PUBLIC NOTICES  
Berkey

**WRITTEN REPORTS:**

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Grobes to acknowledge receipt of the monthly October Parking Report, Zoning Officer Report, Code Enforcement Officer Report, Code Enforcement Activity Report, and October Building Report. Motion was unanimously approved.

WRITTEN  
REPORTS

**WORK SESSION:**

There will not be a Work Session held on Tuesday, December 12, 2023.

WORK SESSION

**QUESTIONS FROM THE MEDIA:**

Justin Strawser, The Daily Item, asked how many Ash trees were in the Borough. Mr. Strawser also asked what the timeline was for the Piers Art Project. He also inquired about the 2024 budget tax increase and what funds the increase would affect.

MEDIA  
QUESTIONS

Council President Pro Tem Derman called for an executive session to discuss personnel matters at 7:13PM. Council returned at 7:20PM.

EXECUTIVE  
SESSION

**ADDITIONAL ACTION ITEMS:**

Councilmember Bilenky Trahan made a motion, seconded by Councilmember Stamm to approve 2024-2025 employment agreements for Borough Manager William Lowthert, and Borough Secretary Wendt, contingent upon reappointment at the Reorganization meeting in January; and Community Development Grant Manager Shannon Berkey contingent upon being retained. Motion was unanimously approved.

2024-2025  
Employment  
Agreements

There being no further business, Councilmember Powers made a motion, seconded by Councilmember Bilenky Trahan to adjourn the meeting. The meeting was adjourned at 7:22 PM.

ADJOURNMENT

Respectfully submitted,

Kathy D. Wendt  
Borough Secretary